User Manual (for Institutions)

PROCEDURE TO FILL PART-I: VISITATION FORM

Version 1.0

Date: 09-Jan-2015

For any technical queries please contact CCIM Helpdesk:

Contact No.:– (+91) 9654401726 /

(+91) 9654401763

E-Mail:– helpdesk@ccimindia.org

VISITATION INITIATION PROCESS

A. Prerequisite for initiating visitation: an institution must have filled and submitted its basic details form already.

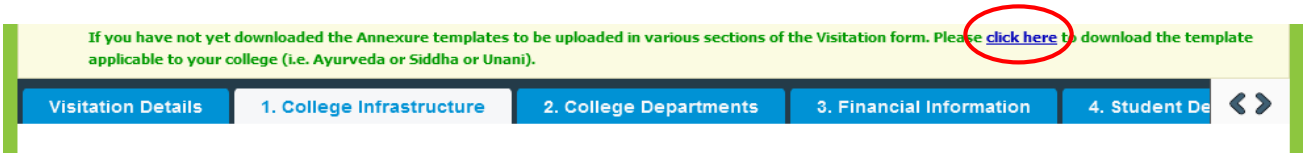
B. The steps to Login are as follows:

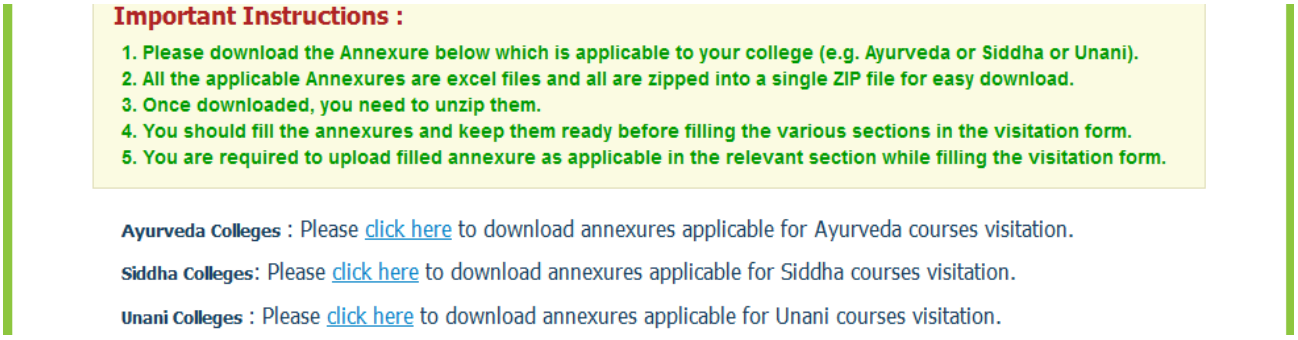
- Go to www.ccimindia.org website
- Click on **Institution Login** link.
- Login with institution's Login Id (AYUxxxx for Ayurveda, SIDxxxx for Siddha and UNIxxxx for Unani) and Password and then click on Login Button.

Note: - A new visitation can only be initiated once the previous visitation is complete (Last visitation should not be in Progress)

C. Please take note of the following instructions before filling the form:

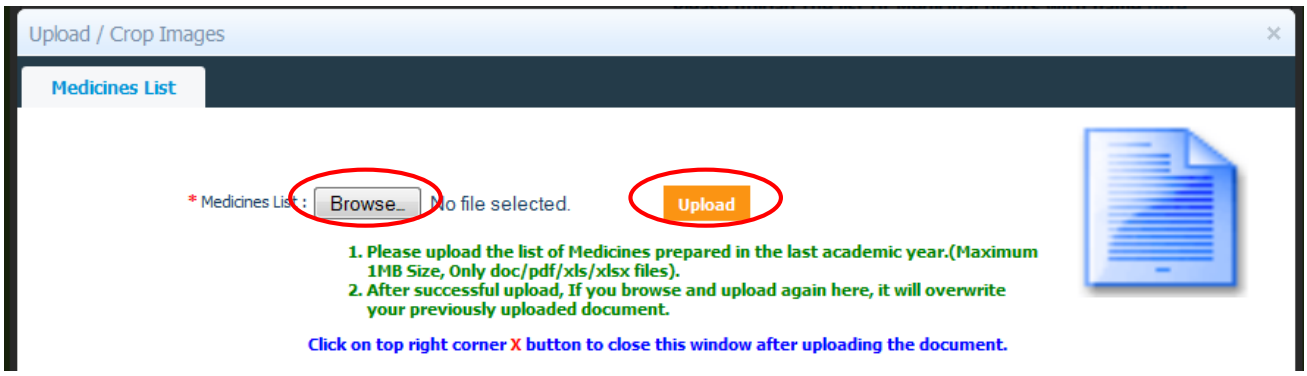
- Please fill all the forms by selecting the tab name in the header.
- If any of the value is **not available** or **not applicable** then please put it as **0**.
- Please download the Annexure templates (applicable to your college (i.e. Ayurveda or Siddha or Unani) to be uploaded in various sections of the Visitation form.


If you have not yet downloaded the Annexure templates to be uploaded in various sections of the Visitation form. Please click here to download the template applicable to your college (i.e. Ayurveda or Siddha or Unani).
Visitation Details
1. College Infrastructure
2. College Departments
3. Financial Information
4. Student De

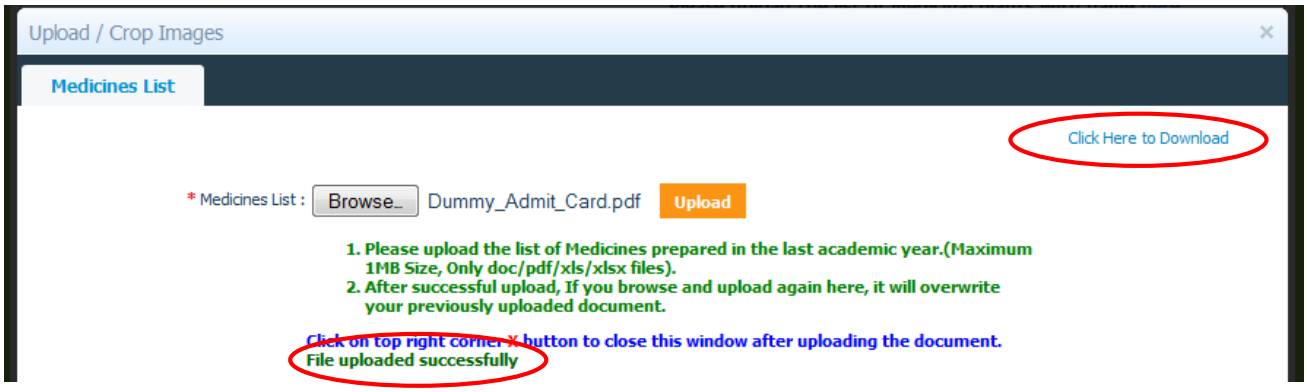

Important Instructions :
1. Please download the Annexure below which is applicable to your college (e.g. Ayurveda or Siddha or Unani).
2. All the applicable Annexures are excel files and all are zipped into a single ZIP file for easy download.
3. Once downloaded, you need to unzip them.
4. You should fill the annexures and keep them ready before filling the various sections in the visitation form.
5. You are required to upload filled annexure as applicable in the relevant section while filling the visitation form.
Ayurveda Colleges : Please click here to download annexures applicable for Ayurveda courses visitation.
Siddha Colleges: Please click here to download annexures applicable for Siddha courses visitation.
Unani Colleges : Please click here to download annexures applicable for Unani courses visitation.

D. Documents upload/download procedure: Wherever applicable and asked for, documents are to be uploaded in the required format and should be within the specified size limit. Kindly follow the following steps to upload a document:

- Click on **click here** to upload a document
- **Browse** the file to be uploaded from where it is saved in your local computer
- Click on **Upload** to upload the browsed file

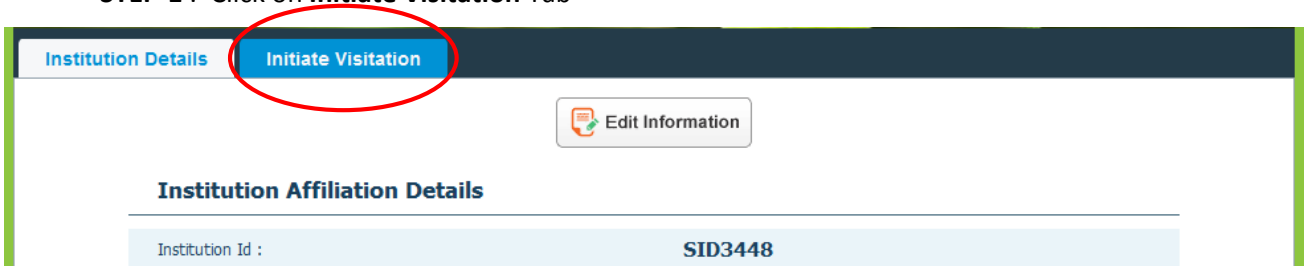

Upload / Crop Images
Medicines List
* Medicines List : Browse... No file selected.
Upload
1. Please upload the list of Medicines prepared in the last academic year.(Maximum 1MB Size, Only doc/pdf/xls/xlsx files).
2. After successful upload, If you browse and upload again here, it will overwrite your previously uploaded document.
Click on top right corner X button to close this window after uploading the document.

- A file is uploaded, once you get the **File uploaded successfully** message as shown below
- Uploaded file can be downloaded and verified by clicking on Click here to Download as shown below

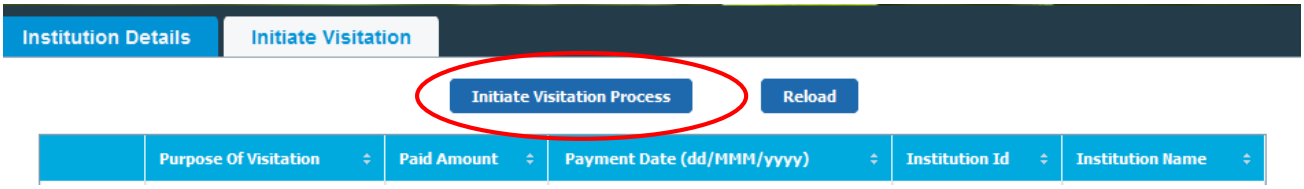

Upload / Crop Images
Medicines List
Click Here to Download
* Medicines List : Browse... Dummy_Admit_Card.pdf
Upload
1. Please upload the list of Medicines prepared in the last academic year.(Maximum 1MB Size, Only doc/pdf/xls/xlsx files).
2. After successful upload, If you browse and upload again here, it will overwrite your previously uploaded document.
Click on top right corner X button to close this window after uploading the document.
File uploaded successfully

E. After Login, please follow the below mentioned steps to Initiate Visitation:

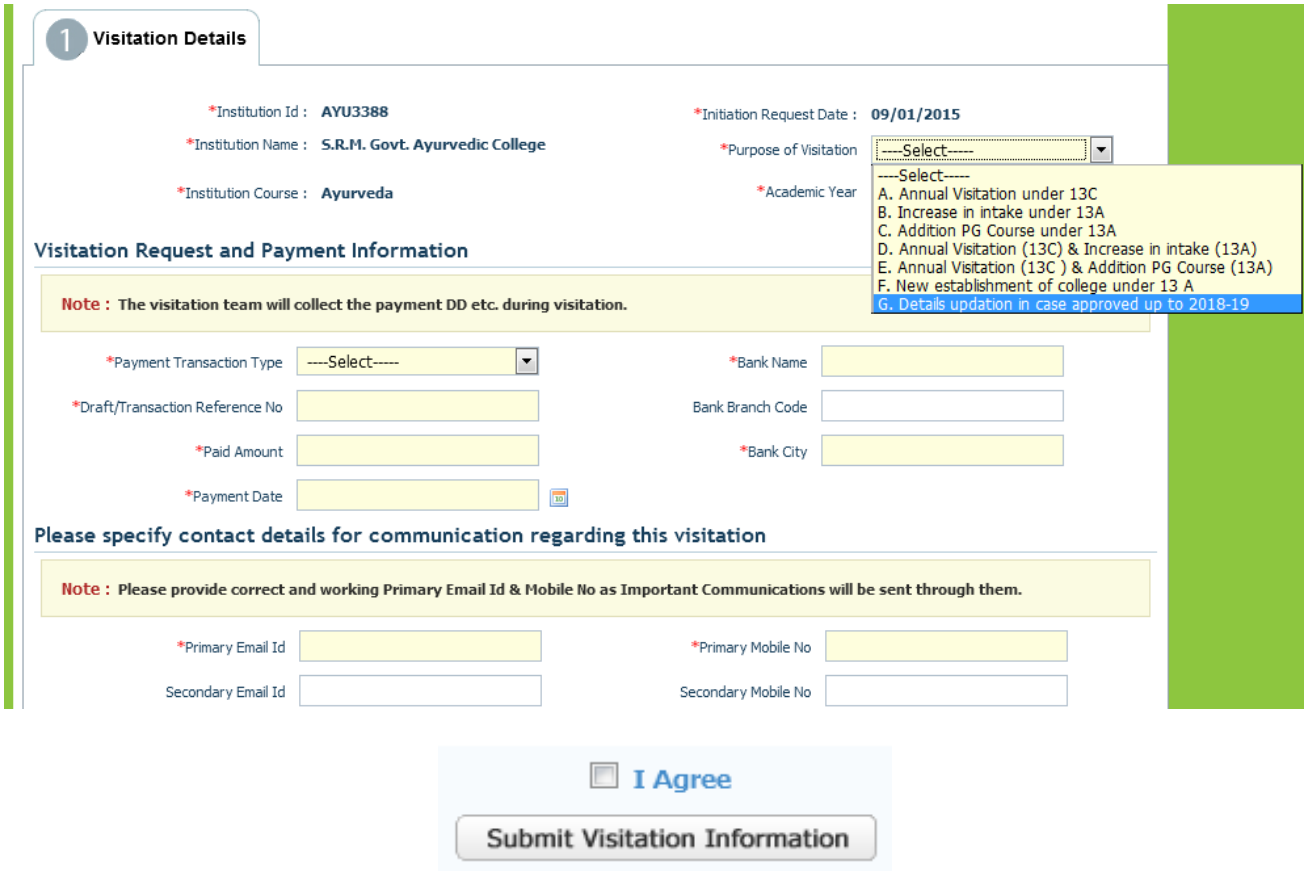
- **STEP-1** : Click on **Initiate Visitation** Tab



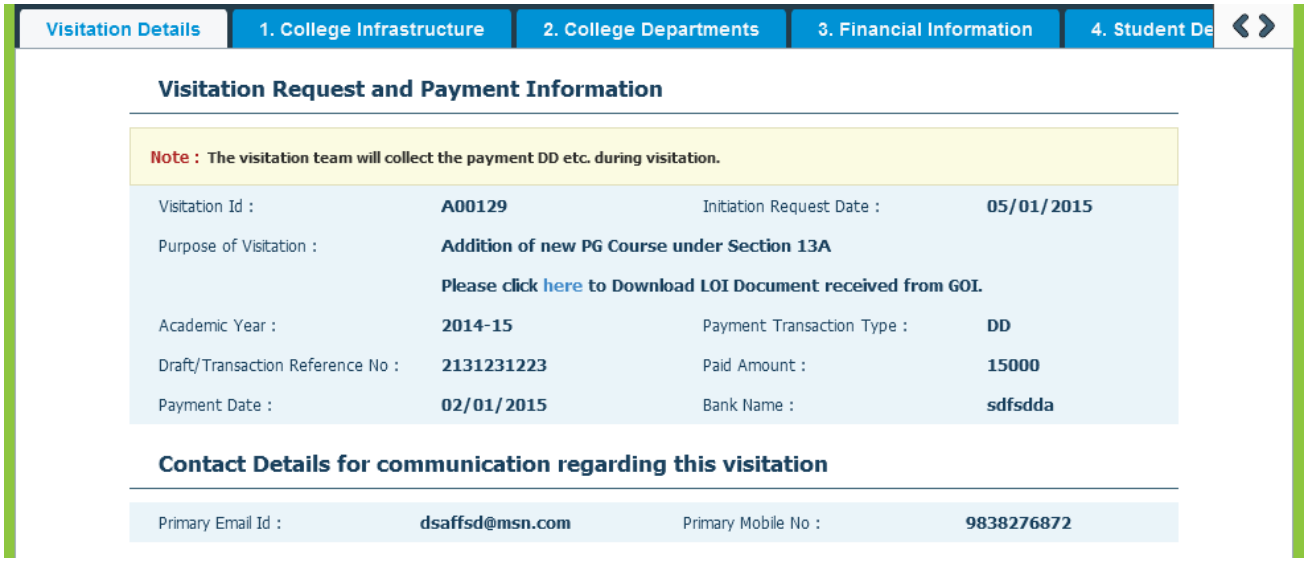
- **STEP-2** : Click on **Initiate Visitation Process** for filling the Audit Details

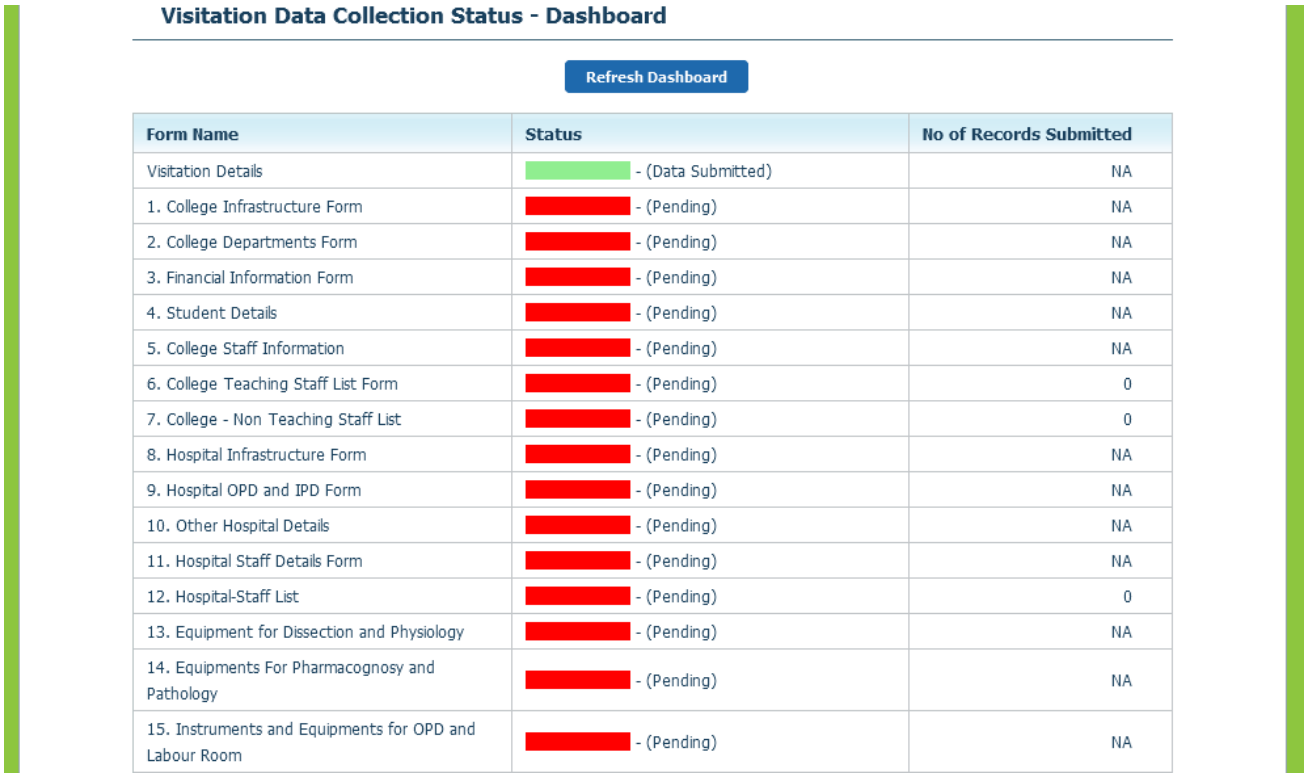


- **STEP-3** : Fill in the mentioned details, select the purpose of visitation and then click on **Submit Visitation Information** after checking **I Agree** checkbox


1 Visitation Details
*Institution Id : AYU3388
*Institution Name : S.R.M. Govt. Ayurvedic College
*Institution Course : Ayurveda
*Initiation Request Date : 09/01/2015
*Purpose of Visitation ----Select-----
*Academic Year
----Select-----
A. Annual Visitation under 13C
B. Increase in intake under 13A
C. Addition PG Course under 13A
D. Annual Visitation (13C) & Increase in intake (13A)
E. Annual Visitation (13C) & Addition PG Course (13A)
F. New establishment of college under 13 A
G. Details updation in case approved up to 2018-19
Visitation Request and Payment Information
Note : The visitation team will collect the payment DD etc. during visitation.
*Payment Transaction Type ----Select-----
*Draft/Transaction Reference No
*Paid Amount
*Payment Date
*Bank Name
Bank Branch Code
*Bank City
Please specify contact details for communication regarding this visitation
Note : Please provide correct and working Primary Email Id & Mobile No as Important Communications will be sent through them.
*Primary Email Id
Secondary Email Id
*Primary Mobile No
Secondary Mobile No
I Agree
Submit Visitation Information

Once visitation is initiated, user is navigated to visitation details form. Institution must fill the data required for all the forms to complete the initiation of Visitation. Status for data completion for the individual forms can be traced from the Visitation Data Collection Status dashboard on the visitation details tab as shown below.


Visitation Details
1. College Infrastructure
2. College Departments
3. Financial Information
4. Student De
Visitation Request and Payment Information
Note : The visitation team will collect the payment DD etc. during visitation.
Visitation Id : A00129
Initiation Request Date : 05/01/2015
Purpose of Visitation : Addition of new PG Course under Section 13A
Please click here to Download LOI Document received from GOI.
Academic Year : 2014-15
Payment Transaction Type : DD
Draft/Transaction Reference No : 2131231223
Paid Amount : 15000
Payment Date : 02/01/2015
Bank Name : sdfsdda
Contact Details for communication regarding this visitation
Primary Email Id : dsaffsd@msn.com
Primary Mobile No : 9838276872

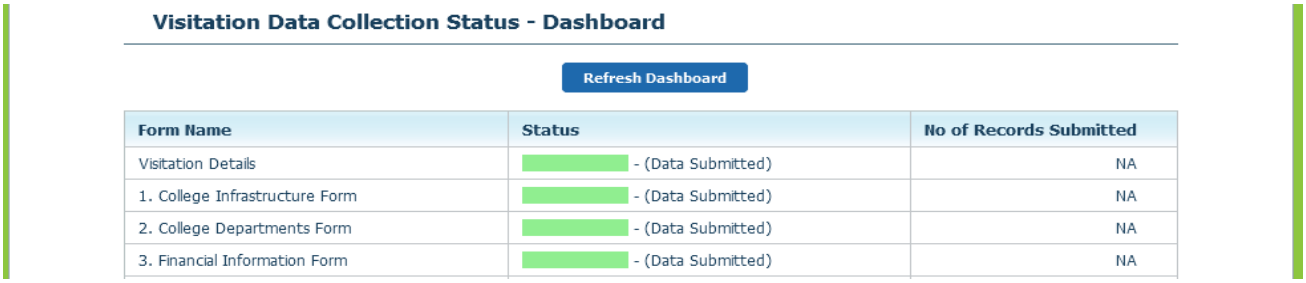


Form Name	Status	No of Records Submitted
Visitation Details	- (Data Submitted)	NA
1. College Infrastructure Form	- (Pending)	NA
2. College Departments Form	- (Pending)	NA
3. Financial Information Form	- (Pending)	NA
4. Student Details	- (Pending)	NA
5. College Staff Information	- (Pending)	NA
6. College Teaching Staff List Form	- (Pending)	0
7. College - Non Teaching Staff List	- (Pending)	0
8. Hospital Infrastructure Form	- (Pending)	NA
9. Hospital OPD and IPD Form	- (Pending)	NA
10. Other Hospital Details	- (Pending)	NA
11. Hospital Staff Details Form	- (Pending)	NA
12. Hospital-Staff List	- (Pending)	0
13. Equipment for Dissection and Physiology	- (Pending)	NA
14. Equipments For Pharmacognosy and Pathology	- (Pending)	NA
15. Instruments and Equipments for OPD and Labour Room	- (Pending)	NA

As institution will start filling and submitting the individual forms, the color in the status grid will change from Red to Green once the required data is filled for the corresponding form.

Important Note:

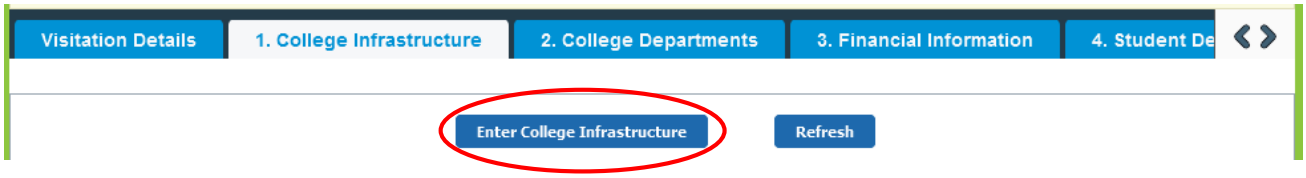
In case of staff list data entry forms i.e. **College Teaching Staff List Form, College Non-Teaching Staff List Form and Hospital Staff List Form**, where more than one staff details to be entered, institutions need to ensure that all the staff details are entered one by one **before submitting the visitation form finally** on the Declaration Tab at the end. Once visitation forms finally submitted then none of the information can be modified by the institutions.

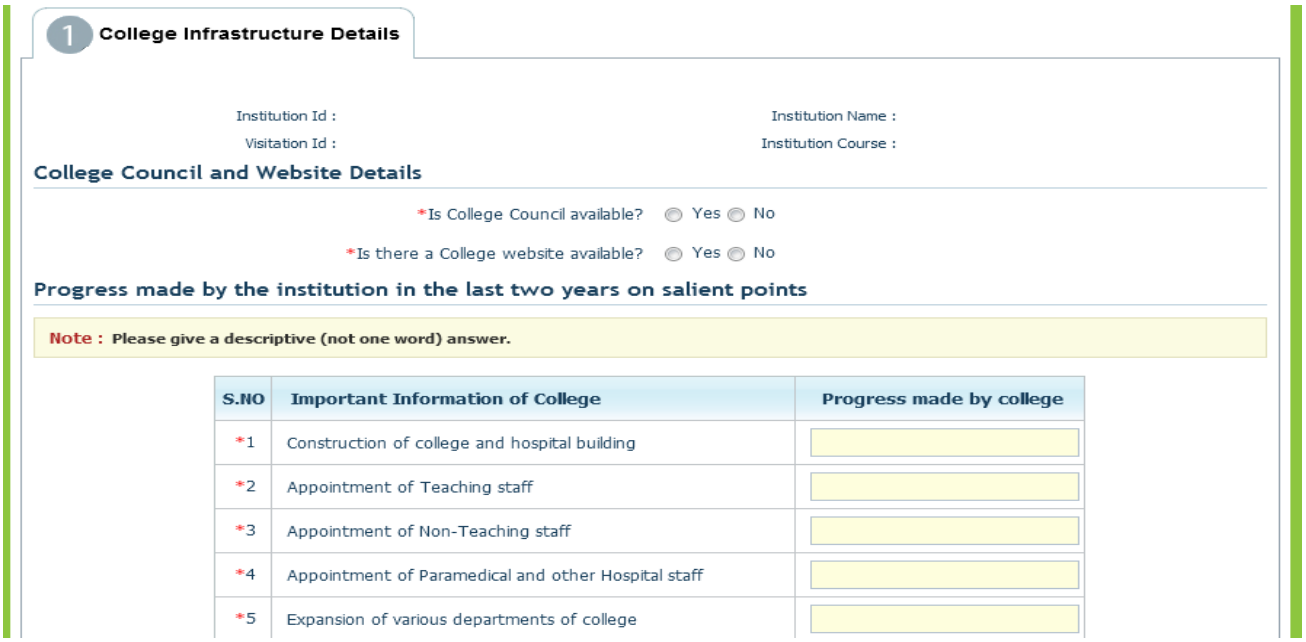


F. After filling visitation details, user should start filing the information in the forms Tab wise.

1. COLLEGE INFRASTRUCTURE FORM:

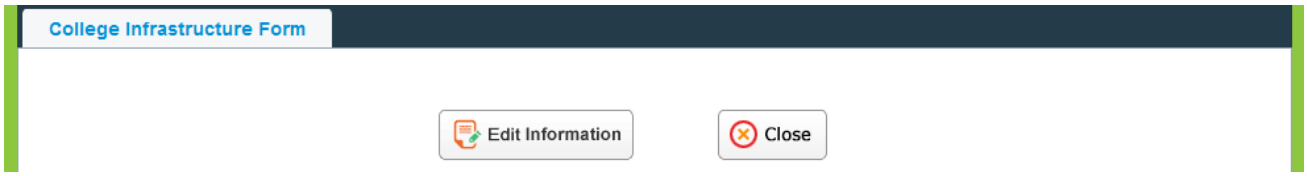
Click on Enter College Infrastructure and fill in the details in the form. Click on Submit Button after filling all the information:




1 College Infrastructure Details
Institution Id :
Institution Name :
Visitation Id :
Institution Course :
College Council and Website Details
*Is College Council available? Yes No
*Is there a College website available? Yes No
Progress made by the institution in the last two years on salient points
Note : Please give a descriptive (not one word) answer.
S.NO
Important Information of College
Progress made by college
*1 Construction of college and hospital building
*2 Appointment of Teaching staff
*3 Appointment of Non-Teaching staff
*4 Appointment of Paramedical and other Hospital staff
*5 Expansion of various departments of college

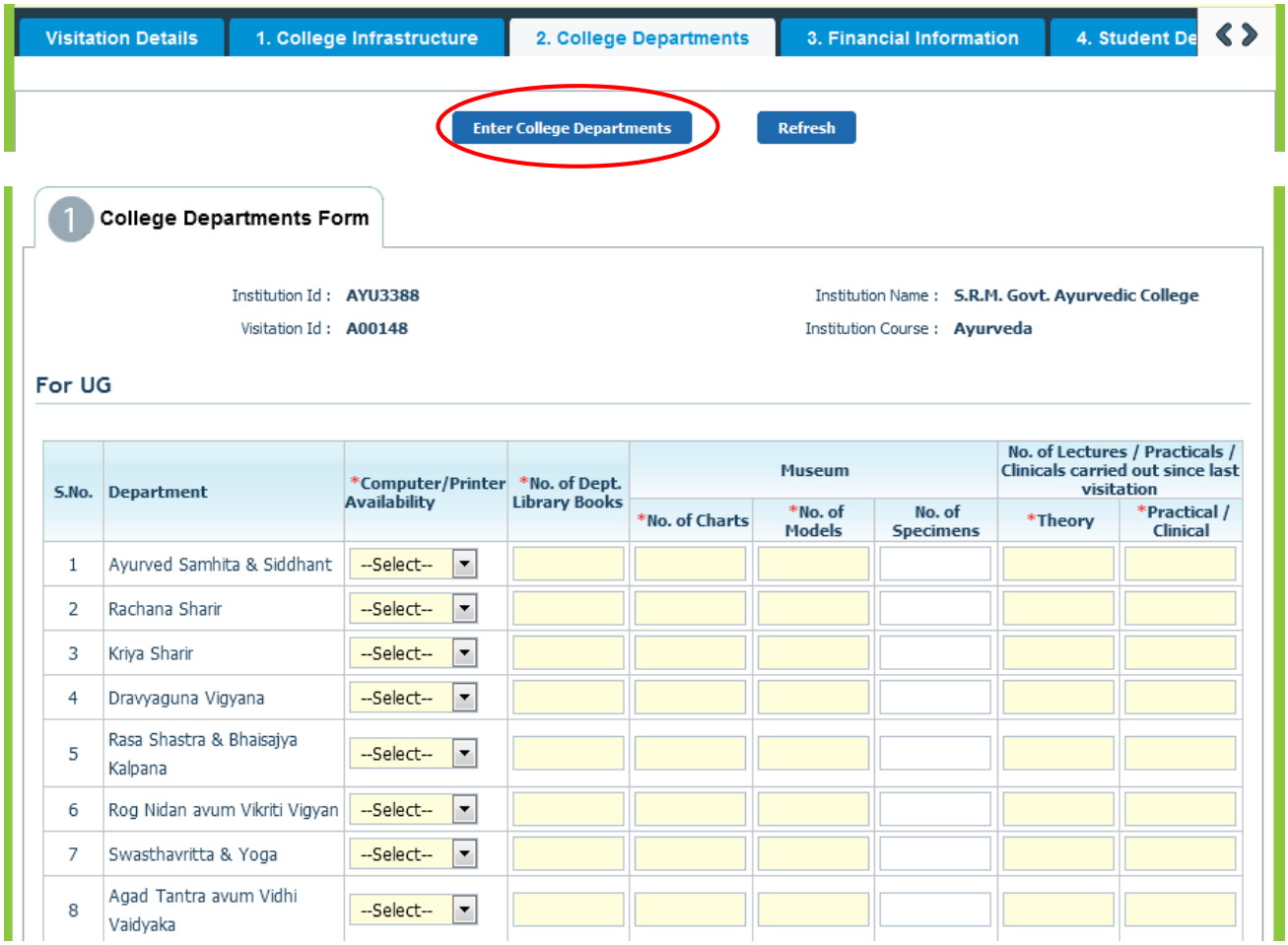
After submitting the form, a view page will be displayed for verifying the information entered. If user wants to update any information, it can be done by clicking on Edit Information Button on the view page. By clicking on this button, User will be navigated to the editable mode of the form.

Also, User can close the form and move to the visitation details page, to select another Tab by clicking on Close button



2. COLLEGE DEPARTMENT FORM:

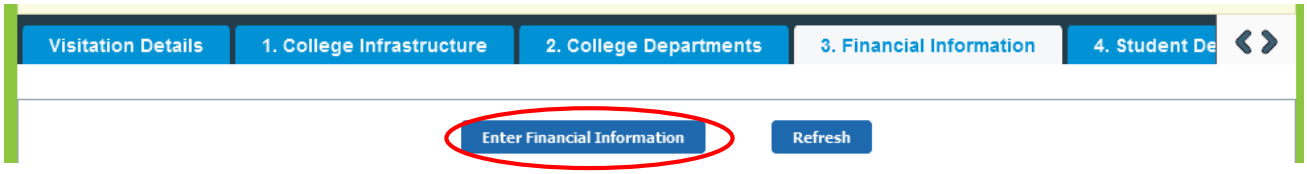
Click on Enter College Department and then fill in the details in the form. Click on Submit Button after filling the information for the particular form:

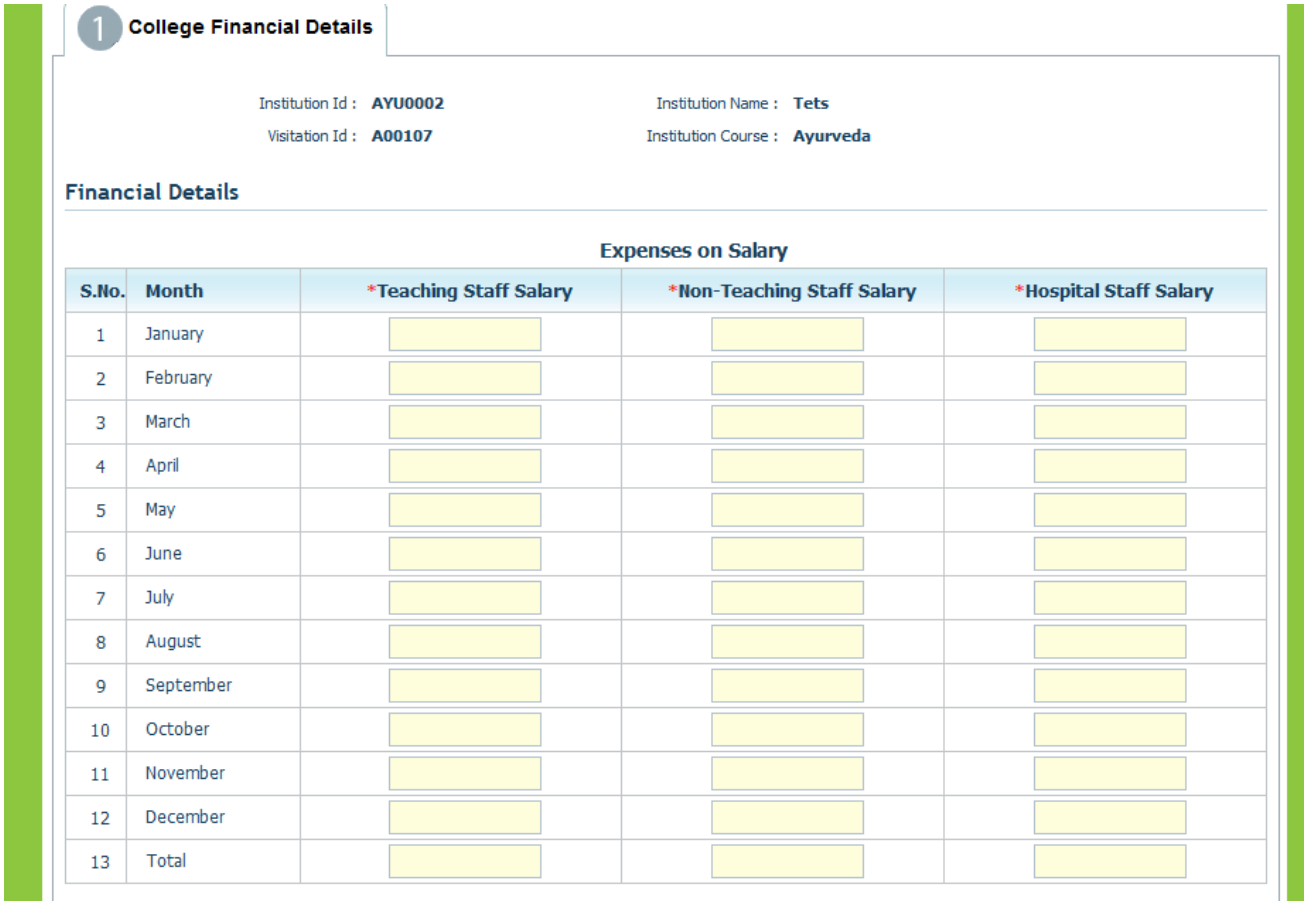


User can either **Edit information** or **Close** the form after submitting the details.

3. FINANCIAL INFROMATION FORM:

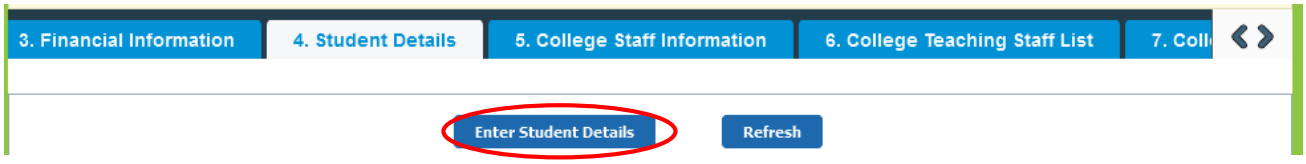
Click on Enter Financial Information and then fill in the details in the form that will open. Click on Submit Button after filling the information for the particular form:

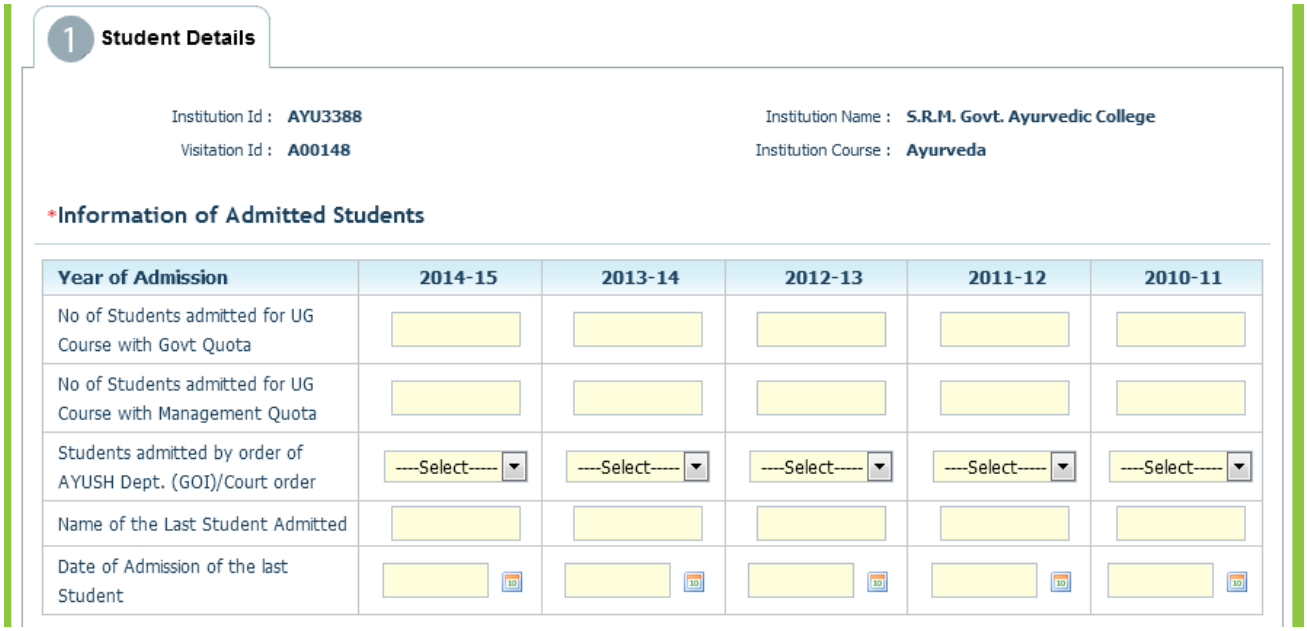




4. STUDENT DETAILS FORM:

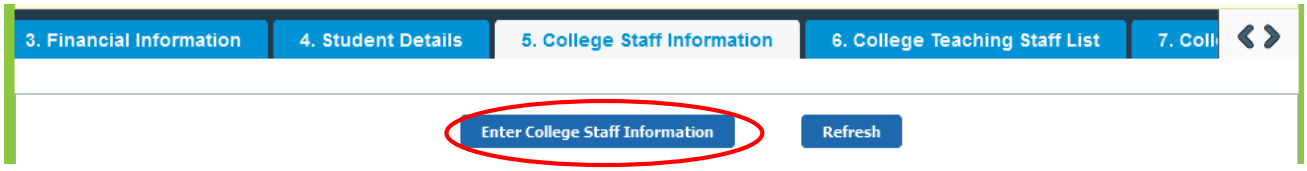
Click on Enter Student Details and then fill in the details in the form. Click on Submit Button after filling the information for the particular form.



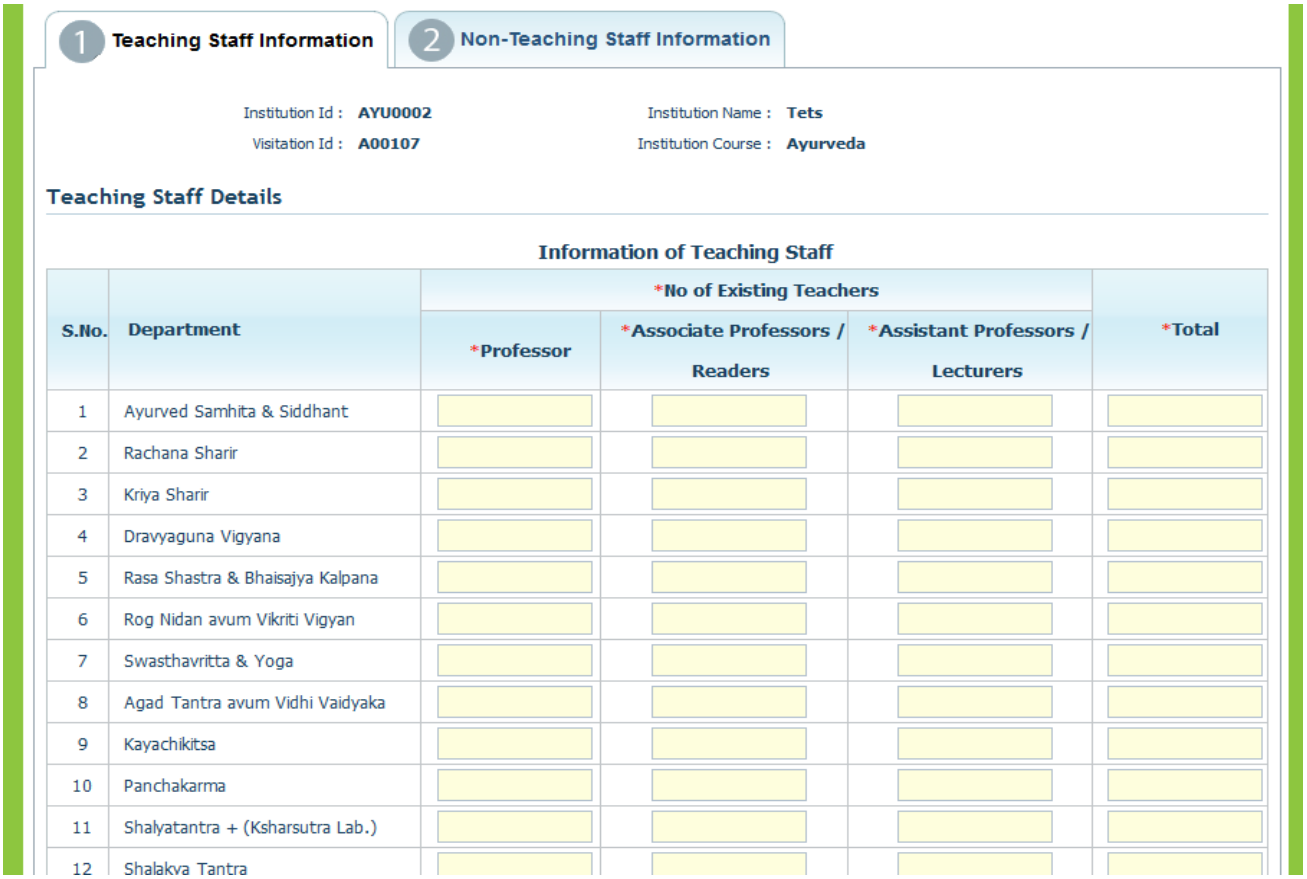

1 Student Details
Institution Id : AYU3388
Institution Name : S.R.M. Govt. Ayurvedic College
Visitation Id : A00148
Institution Course : Ayurveda
*Information of Admitted Students
Year of Admission
2014-15
2013-14
2012-13
2011-12
2010-11
No of Students admitted for UG Course with Govt Quota
No of Students admitted for UG Course with Management Quota
Students admitted by order of AYUSH Dept. (GOI)/Court order
----Select-----
Name of the Last Student Admitted
Date of Admission of the last Student

5. COLLEGE STAFF INFROMATION FORM:

Click on Enter College Staff Information and then fill in the details in the form.



Fill the information for Teaching Staff Information Tab first and click on Next Button:



1 Teaching Staff Information | 2 Non-Teaching Staff Information

Institution Id : **AYU0002** Institution Name : **Tets**

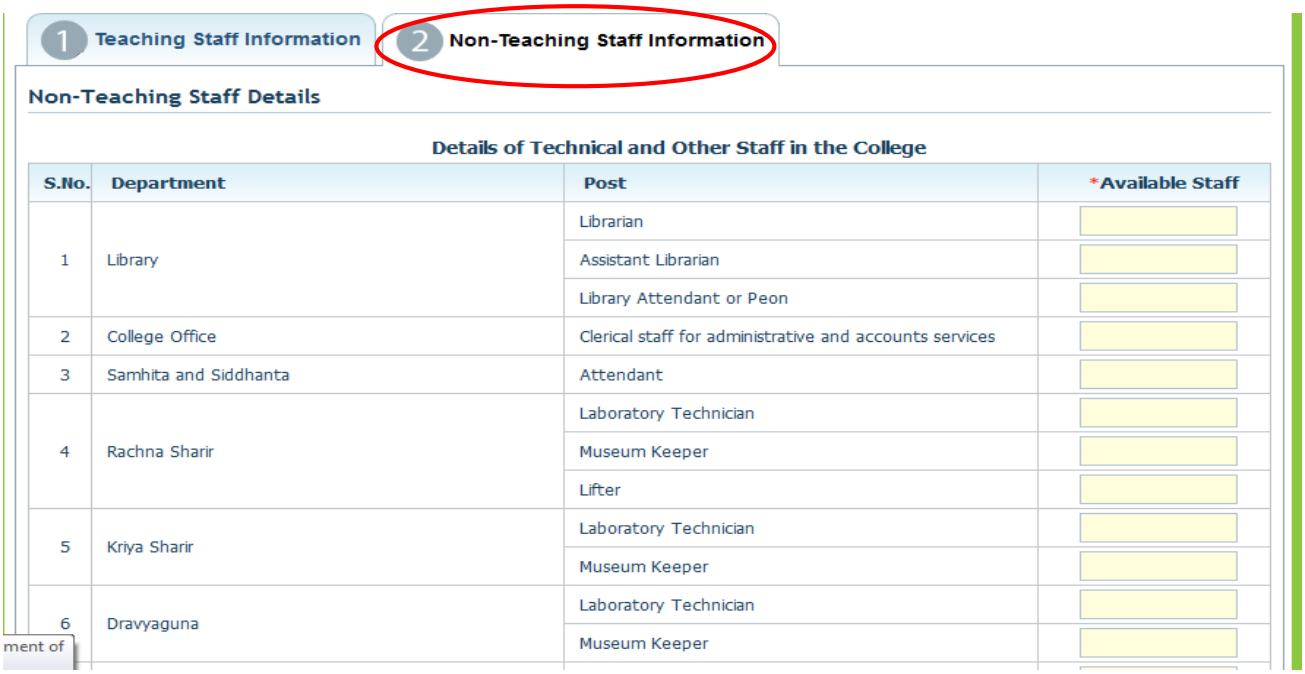
Visitation Id : **A00107** Institution Course : **Ayurveda**

Teaching Staff Details

Information of Teaching Staff

S.No.	Department	*No of Existing Teachers			*Total
		*Professor	*Associate Professors / Readers	*Assistant Professors / Lecturers	
1	Ayurved Samhita & Siddhant				
2	Rachana Sharir				
3	Kriya Sharir				
4	Dravyaguna Vigyana				
5	Rasa Shastra & Bhaisajya Kalpana				
6	Rog Nidan avum Vikriti Vigyan				
7	Swasthavritta & Yoga				
8	Agad Tantra avum Vidhi Vaidyaka				
9	Kayachikitsa				
10	Panchakarma				
11	Shalyatantra + (Ksharsutra Lab.)				
12	Shalakya Tantra				

After clicking on Next Button at the end of the form, Institution will be navigated to Non-Teaching staff Information Tab.



1 Teaching Staff Information | 2 Non-Teaching Staff Information

Non-Teaching Staff Details

Details of Technical and Other Staff in the College

S.No.	Department	Post	*Available Staff
1	Library	Librarian	
		Assistant Librarian	
		Library Attendant or Peon	
2	College Office	Clerical staff for administrative and accounts services	
3	Samhita and Siddhanta	Attendant	
4	Rachna Sharir	Laboratory Technician	
		Museum Keeper	
		Lifter	
5	Kriya Sharir	Laboratory Technician	
		Museum Keeper	
6	Dravyaguna	Laboratory Technician	
		Museum Keeper	

ment of

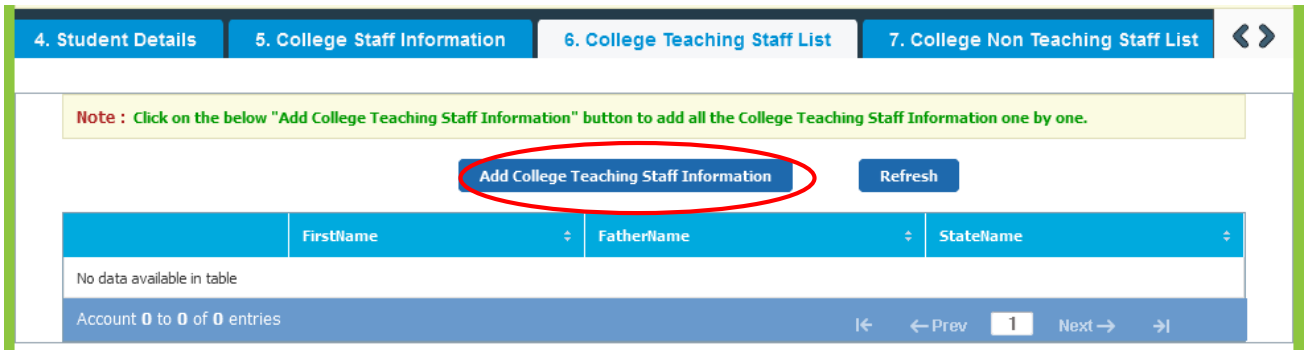
After filling data for both the Tabs, Kindly Click on Submit Button

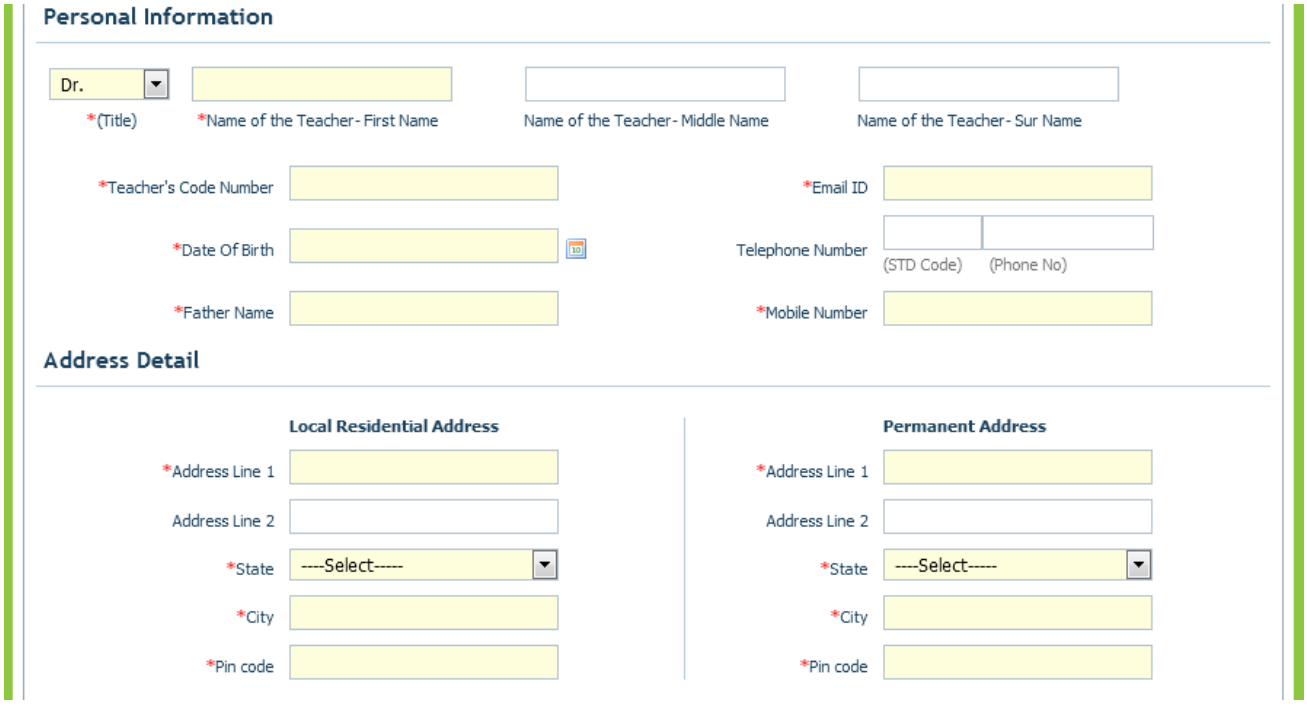
6. COLLEGE TEACHING STAFF LIST FORM:

This Form is to add the college teaching staff details one by one.

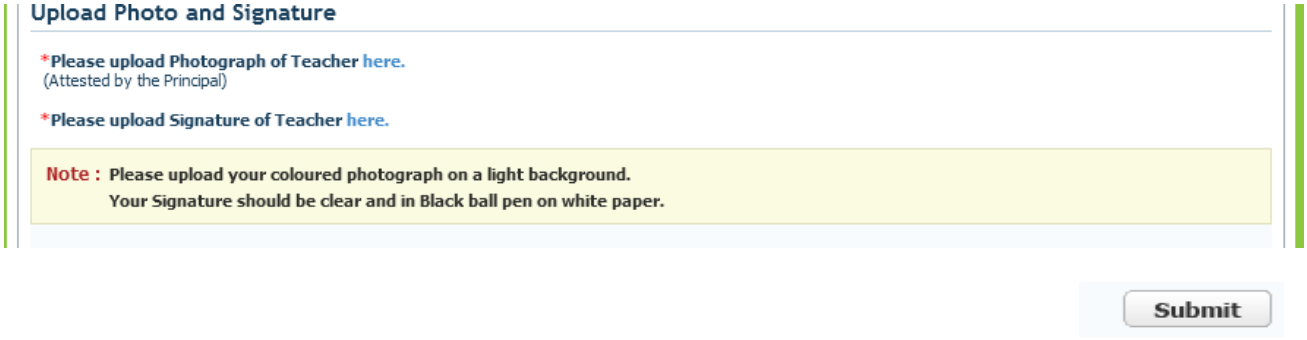
Click on **Add College Teaching staff Information** and then fill in the details on the form. Click on **Submit** Button after filling the information on the particular form.

Once one staff details submitted, click on **Add College Teaching staff Information** button to add next staff information.


4. Student Details
5. College Staff Information
6. College Teaching Staff List
7. College Non Teaching Staff List
Note : Click on the below "Add College Teaching Staff Information" button to add all the College Teaching Staff Information one by one.
Add College Teaching Staff Information
Refresh
FirstName
FatherName
StateName
No data available in table
Account 0 to 0 of 0 entries
Prev
1
Next

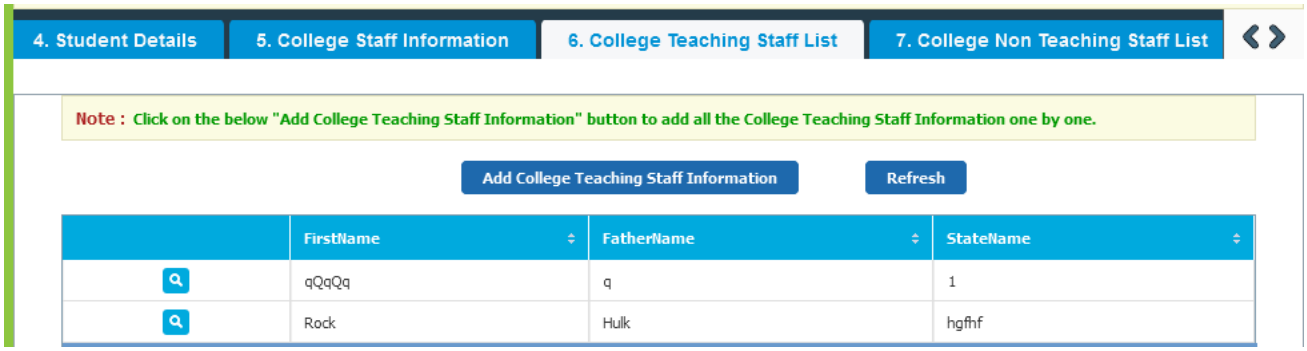


Kindly upload a photograph (attested by the principal) and Signature


Upload Photo and Signature
*Please upload Photograph of Teacher here.
(Attested by the Principal)
*Please upload Signature of Teacher here.
Note : Please upload your coloured photograph on a light background.
Your Signature should be clear and in Black ball pen on white paper.
Submit

After submitting the information for one staff member, click on **Add College Teaching staff Information** to add another staff details. This process has to be repeated for making entry for a staff member each time.

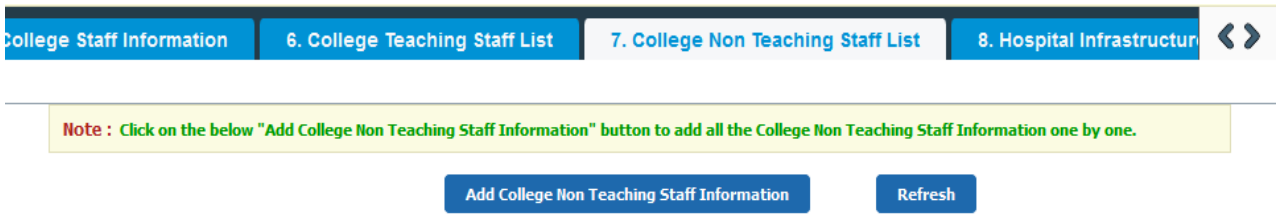
Note: Please submit all the College Teaching Staff Details one by one before final submitting the visitation form using the Declaration tab.



7. COLLEGE NON-TEACHING STAFF FORM:

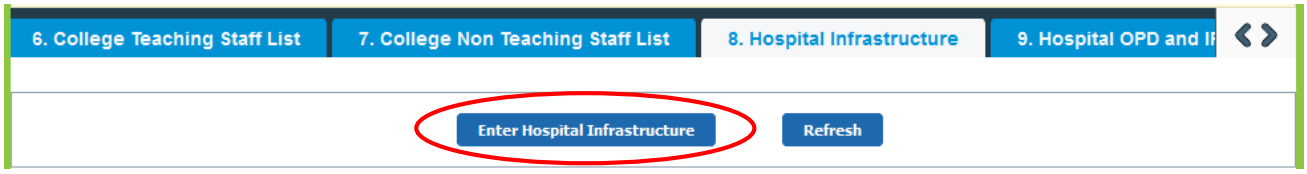
Click on **Add College Non-Teaching staff Information** and then fill in the details in the form that will open. Click on Submit Button after filling the information for the particular staff member. Kindly follow the same steps as followed for College Teaching staff form (above mentioned point no. 6) to view the entry in grid and to enter data for another non-teaching staff.

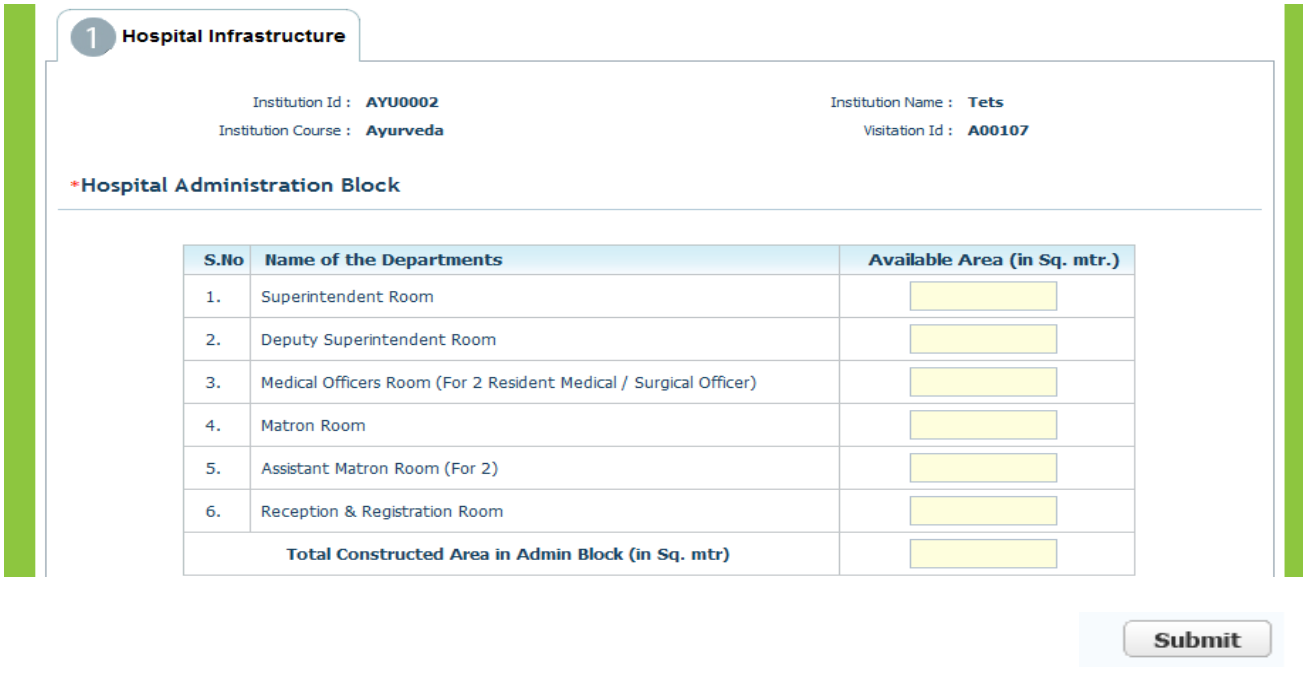
Note: Please submit all the College Non-Teaching Staff Details one by one before final submitting the visitation form using the Declaration tab.


College Staff Information
6. College Teaching Staff List
7. College Non Teaching Staff List
8. Hospital Infrastructur
Note : Click on the below "Add College Non Teaching Staff Information" button to add all the College Non Teaching Staff Information one by one.
Add College Non Teaching Staff Information
Refresh

8. HOSPITAL INFRASTRUCTURE FORM:

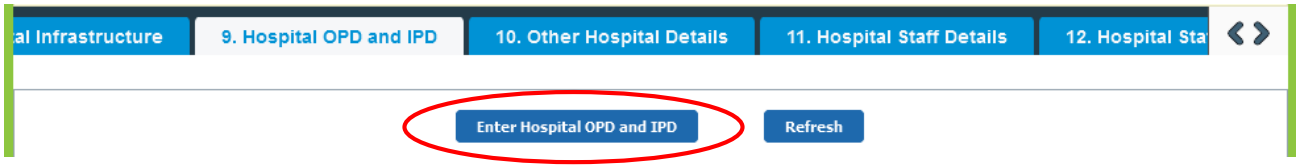
Click on Enter Hospital Infrastructure and then fill in the details in the form that will open. Click on Submit Button after filling the information for the particular form.

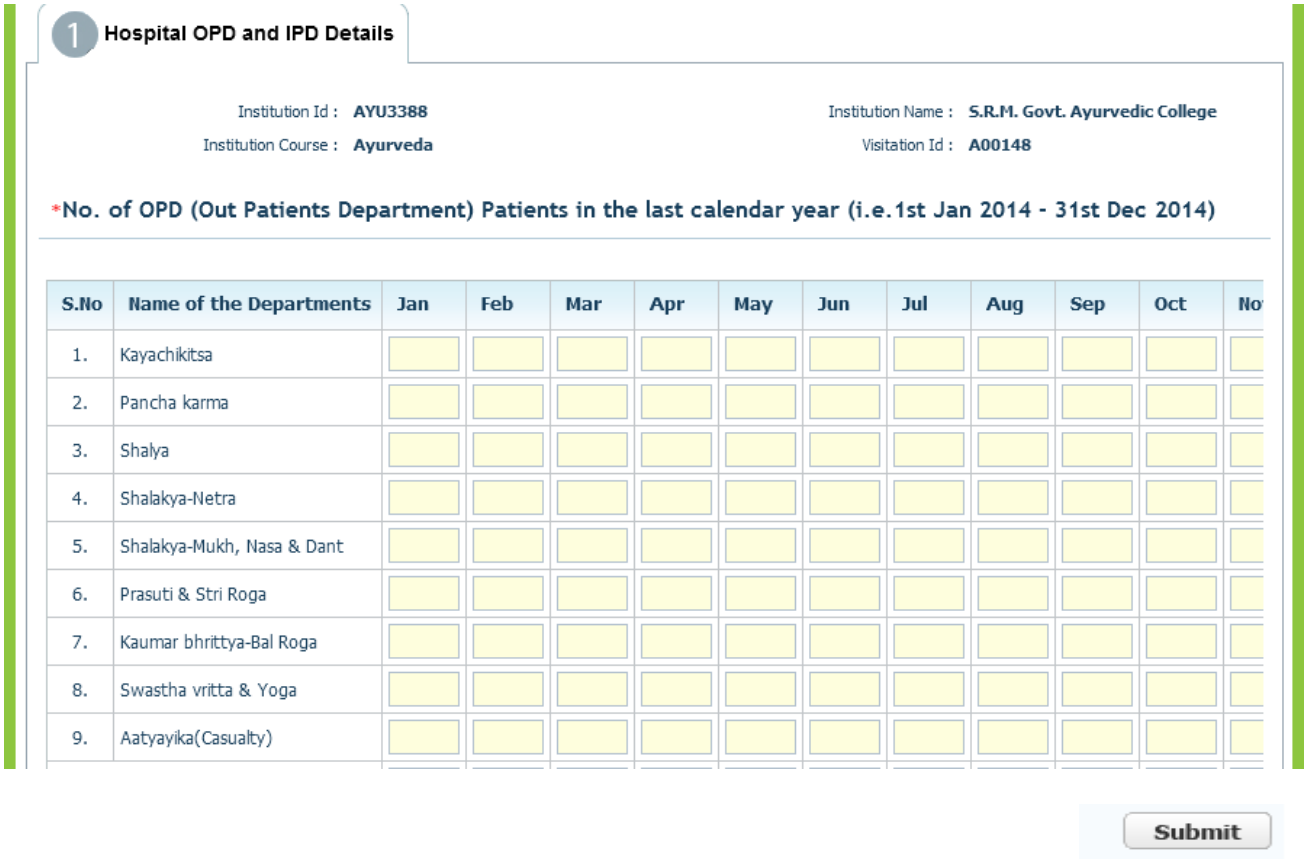



1 Hospital Infrastructure
Institution Id : AYU0002
Institution Name : Tets
Institution Course : Ayurveda
Visitation Id : A00107
*Hospital Administration Block
S.No
Name of the Departments
Available Area (in Sq. mtr.)
1. Superintendent Room
2. Deputy Superintendent Room
3. Medical Officers Room (For 2 Resident Medical / Surgical Officer)
4. Matron Room
5. Assistant Matron Room (For 2)
6. Reception & Registration Room
Total Constructed Area in Admin Block (in Sq. mtr)
Submit

9. HOSPITAL OPD and IPD:

Click on Enter Hospital OPD and IPD and then fill in the details in the form. Click on Submit Button after filling the information for the particular form.





1 Hospital OPD and IPD Details

Institution Id : AYU3388 Institution Name : S.R.M. Govt. Ayurvedic College

Institution Course : Ayurveda Visitation Id : A00148

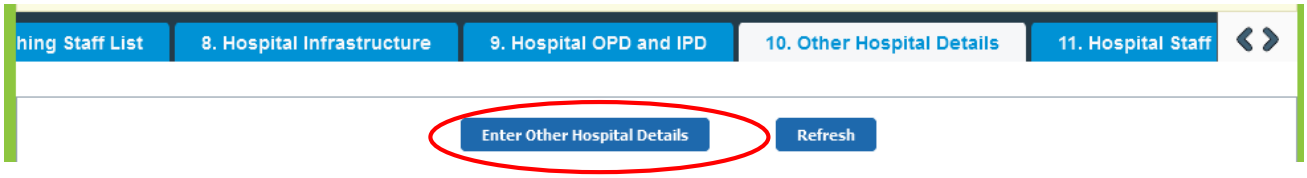
*No. of OPD (Out Patients Department) Patients in the last calendar year (i.e.1st Jan 2014 - 31st Dec 2014)

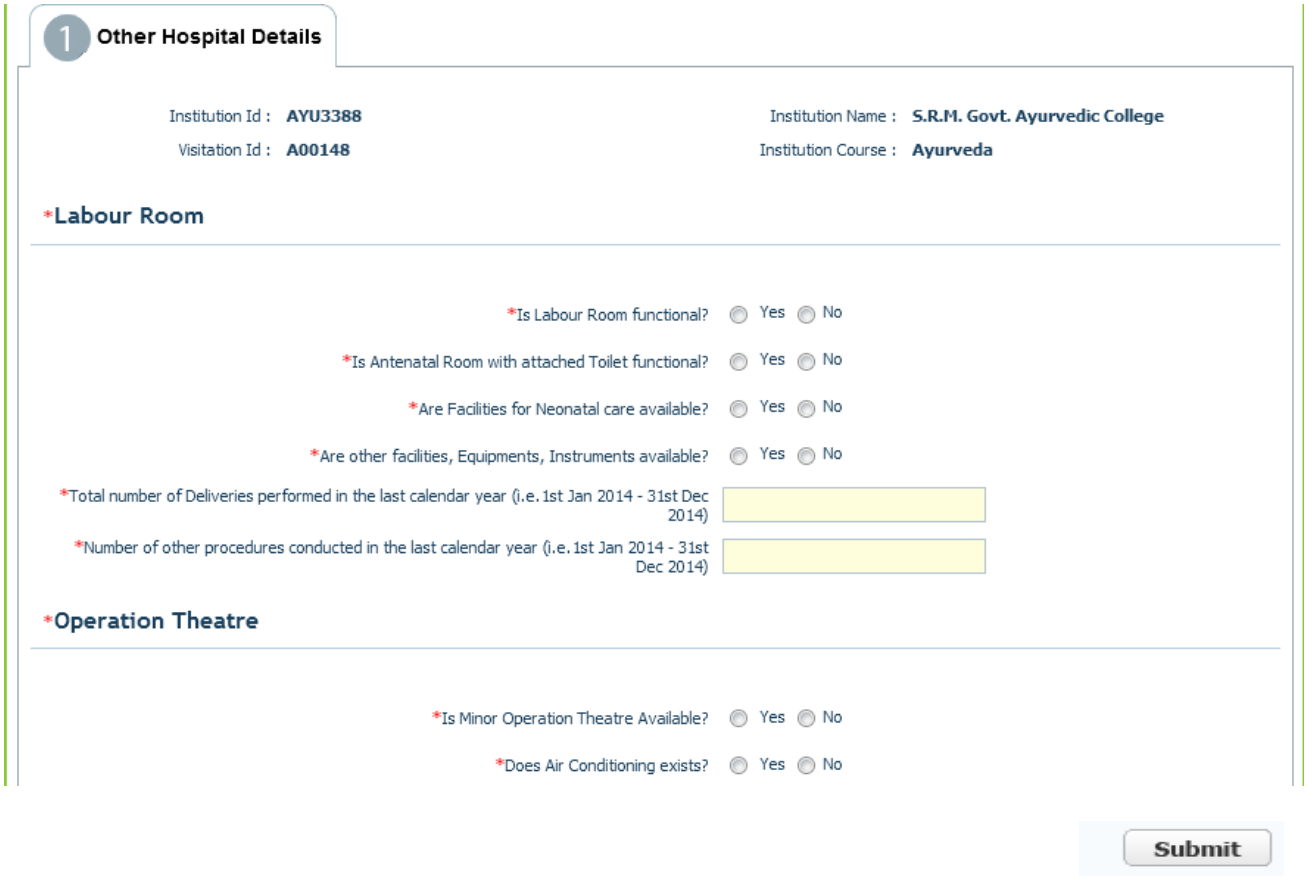
S.No	Name of the Departments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	No
1.	Kayachikitsa											
2.	Pancha karma											
3.	Shalya											
4.	Shalakya-Netra											
5.	Shalakya-Mukh, Nasa & Dant											
6.	Prasuti & Stri Roga											
7.	Kaumar bhrittya-Bal Roga											
8.	Swastha vritta & Yoga											
9.	Aatyayika(Casualty)											

Submit

10. OTHER HOSPITAL DETAILS FORM:

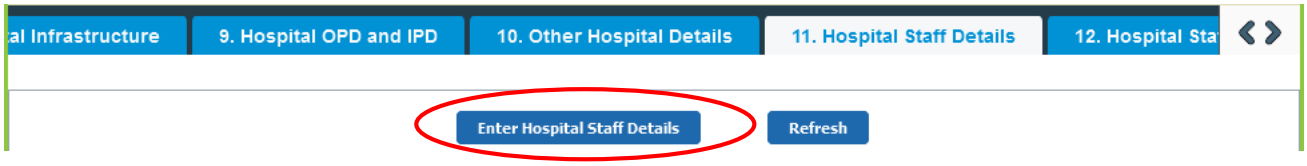
Click on Enter Other Hospital Details form and then fill in the details in the form. Then Click on Submit Button after filling the information for the form.

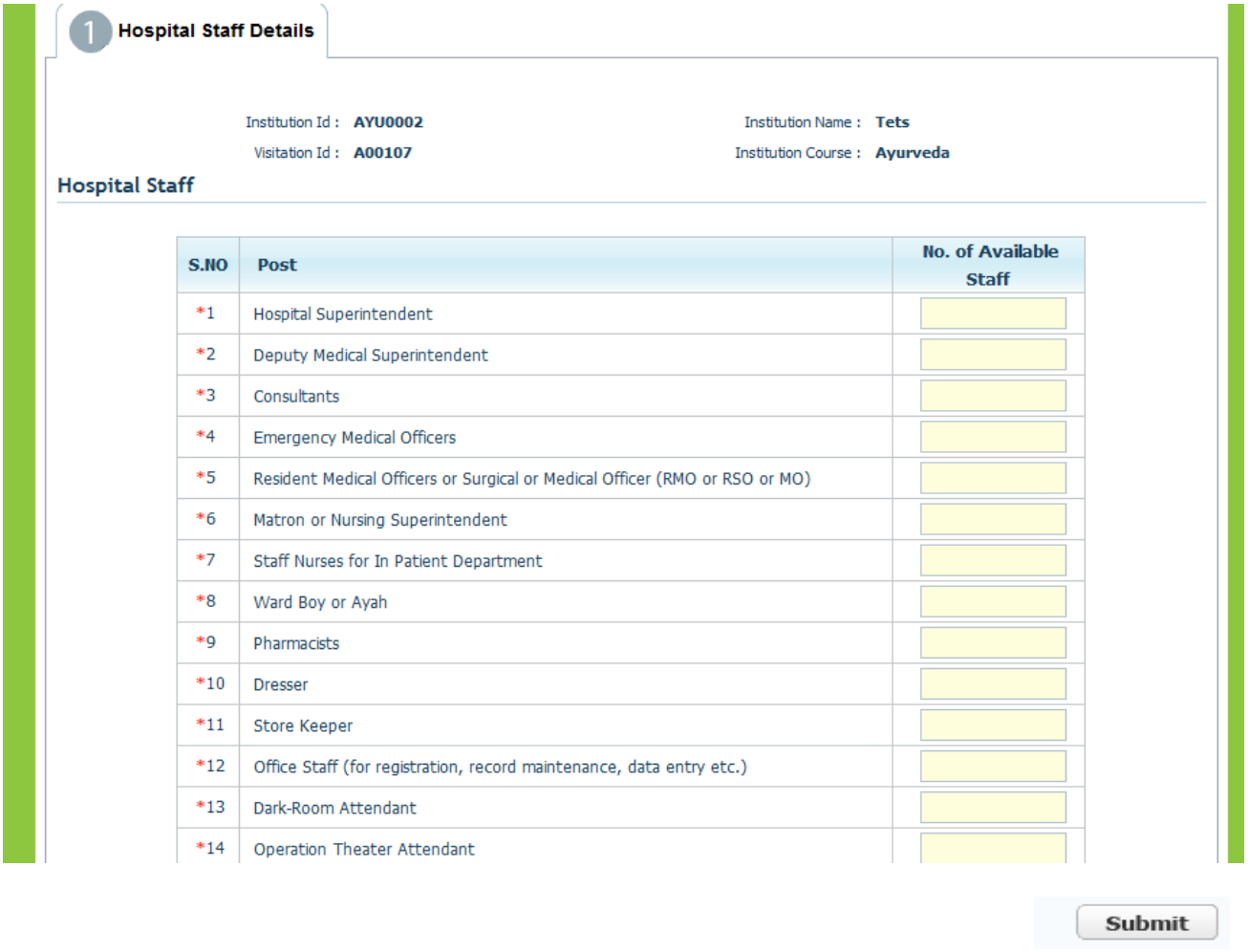



1 Other Hospital Details
Institution Id : AYU3388
Institution Name : S.R.M. Govt. Ayurvedic College
Visitation Id : A00148
Institution Course : Ayurveda
*Labour Room
*Is Labour Room functional? Yes No
*Is Antenatal Room with attached Toilet functional? Yes No
*Are Facilities for Neonatal care available? Yes No
*Are other facilities, Equipments, Instruments available? Yes No
*Total number of Deliveries performed in the last calendar year (i.e. 1st Jan 2014 - 31st Dec 2014)
*Number of other procedures conducted in the last calendar year (i.e. 1st Jan 2014 - 31st Dec 2014)
*Operation Theatre
*Is Minor Operation Theatre Available? Yes No
*Does Air Conditioning exists? Yes No
Submit

11. HOSPITAL STAFF DETAILS:

Click on Enter Hospital staff details and then fill in the details in the form that will open. Click on Submit Button after filling the information for the particular form.



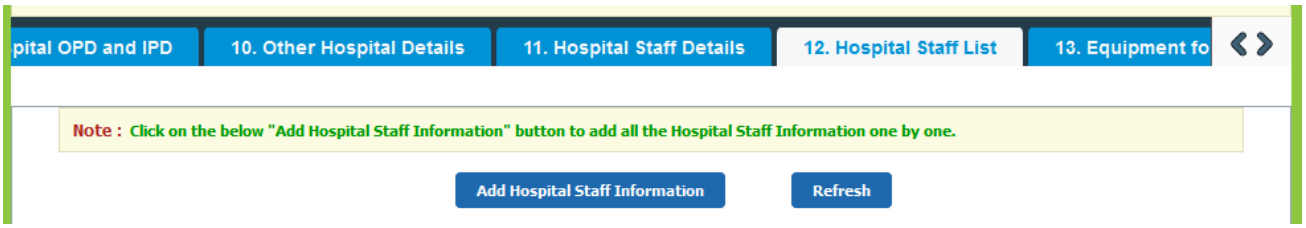

1 Hospital Staff Details
Institution Id : AYU0002
Institution Name : Tets
Visitation Id : A00107
Institution Course : Ayurveda
Hospital Staff
S.NO
Post
No. of Available Staff
*1 Hospital Superintendent
*2 Deputy Medical Superintendent
*3 Consultants
*4 Emergency Medical Officers
*5 Resident Medical Officers or Surgical or Medical Officer (RMO or RSO or MO)
*6 Matron or Nursing Superintendent
*7 Staff Nurses for In Patient Department
*8 Ward Boy or Ayah
*9 Pharmacists
*10 Dresser
*11 Store Keeper
*12 Office Staff (for registration, record maintenance, data entry etc.)
*13 Dark-Room Attendant
*14 Operation Theater Attendant
Submit

12. HOSPITAL STAFF FORM:

Click on Add Hospital staff Information and then fill in the details in the form. Click on Submit Button.

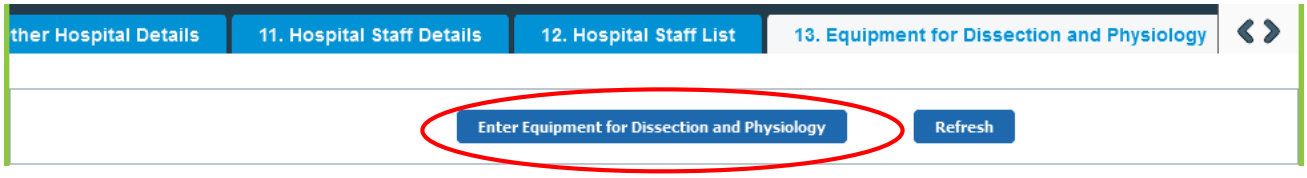
Follow the same steps as followed for College Teaching staff details (point no. 6 above) to view the entry in grid and to add data for all the hospital staff details one by one.

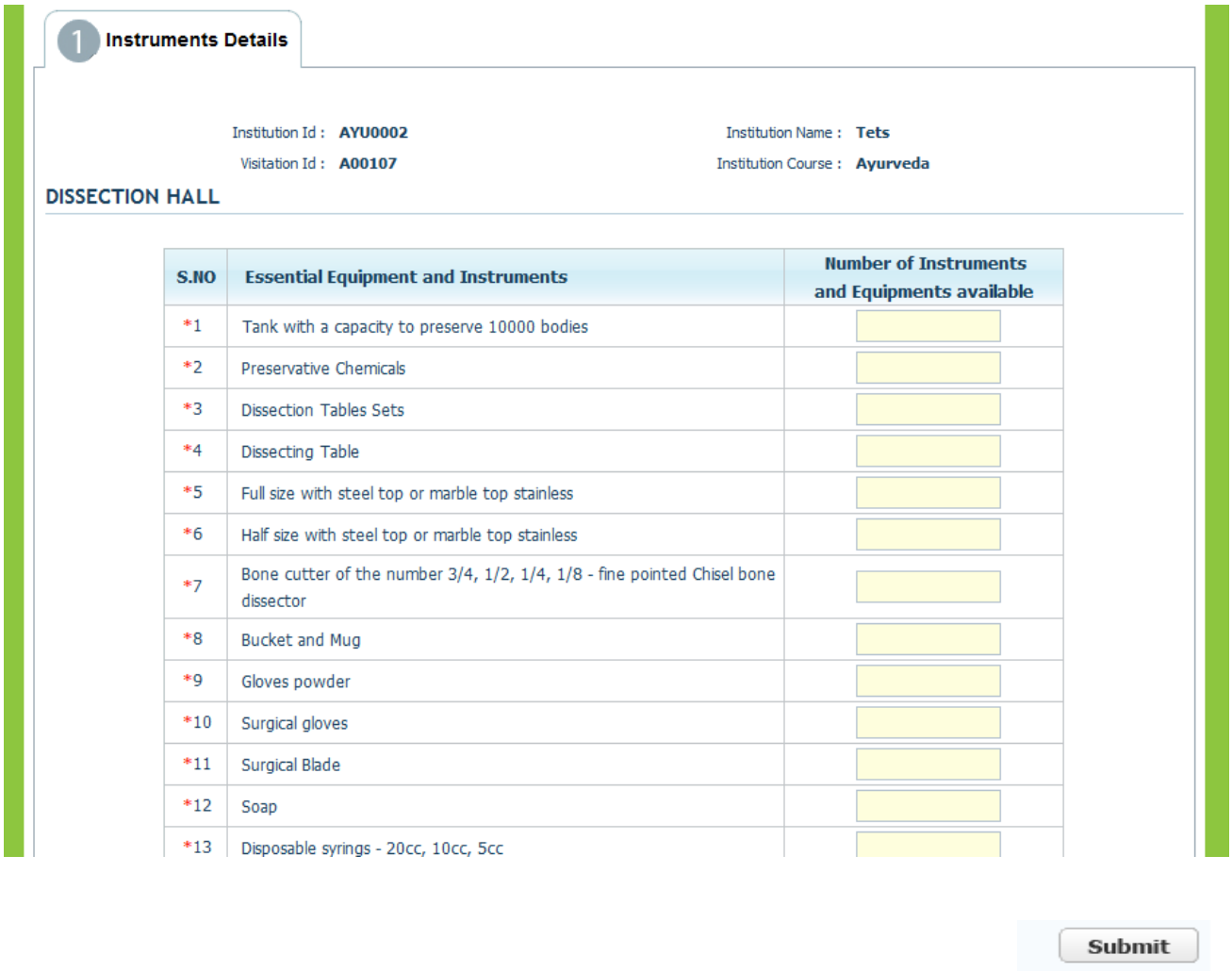
Note: Please submit all the hospital Staff Details one by one before final submitting the visitation form using the Declaration tab.


pital OPD and IPD
10. Other Hospital Details
11. Hospital Staff Details
12. Hospital Staff List
13. Equipment fo
Note : Click on the below "Add Hospital Staff Information" button to add all the Hospital Staff Information one by one.
Add Hospital Staff Information
Refresh

13. EQUIPMENT FOR DISSECTION AND PHYSIOLOGY:

Click on Enter Equipment for Dissection and Physiology and then fill in the details in the form that will open. Click on Submit Button after filling the information for the particular form.


ther Hospital Details
11. Hospital Staff Details
12. Hospital Staff List
13. Equipment for Dissection and Physiology
Enter Equipment for Dissection and Physiology
Refresh

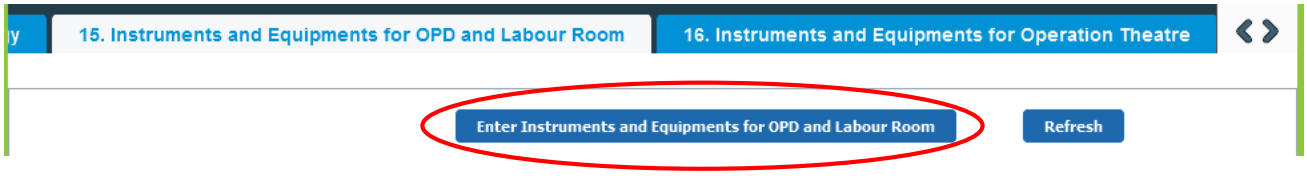

1 Instruments Details
Institution Id : AYU0002
Institution Name : Tets
Visitation Id : A00107
Institution Course : Ayurveda
DISSECTION HALL
S.NO
Essential Equipment and Instruments
Number of Instruments and Equipments available
*1 Tank with a capacity to preserve 10000 bodies
*2 Preservative Chemicals
*3 Dissection Tables Sets
*4 Dissecting Table
*5 Full size with steel top or marble top stainless
*6 Half size with steel top or marble top stainless
*7 Bone cutter of the number 3/4, 1/2, 1/4, 1/8 - fine pointed Chisel bone dissector
*8 Bucket and Mug
*9 Gloves powder
*10 Surgical gloves
*11 Surgical Blade
*12 Soap
*13 Disposable syrings - 20cc, 10cc, 5cc
Submit

14. EQUIPMENT FOR PHARMACOGNOSY AND PATHOLOGY:

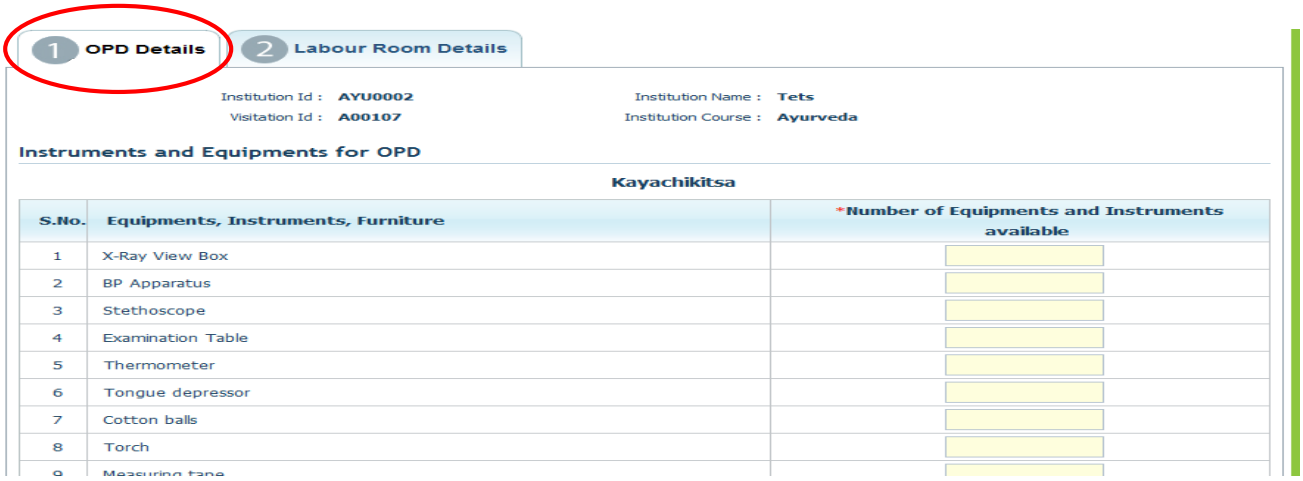
Click on Enter Equipment for Pharmacognosy and Pathology and then fill in the details in the form. Click on Submit Button after filling with the information for the particular form.

15. INSTRUMENTS AND EQUIPMENTS FOR OPD AND LABOUR ROOM:

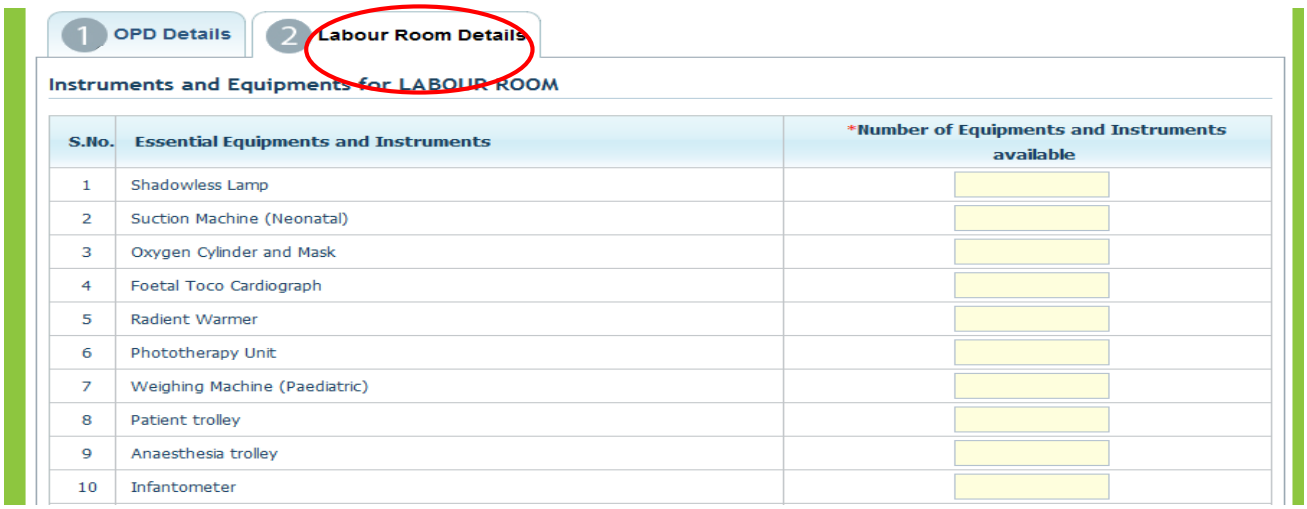
Click on Enter Instruments and Equipments for OPD and Labour Room and then fill in the details in the form.


15. Instruments and Equipments for OPD and Labour Room
16. Instruments and Equipments for Operation Theatre
Enter Instruments and Equipments for OPD and Labour Room
Refresh

Fill the information for **OPD Details** Tab first and click on Next Button:



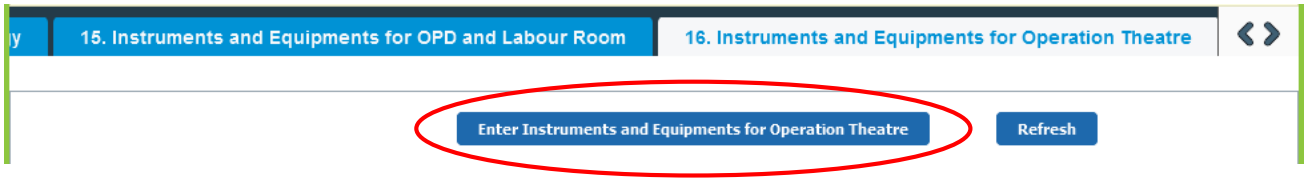
After clicking on Next Button at the end of the form Institution will be navigated to Labour Room Details Tab.

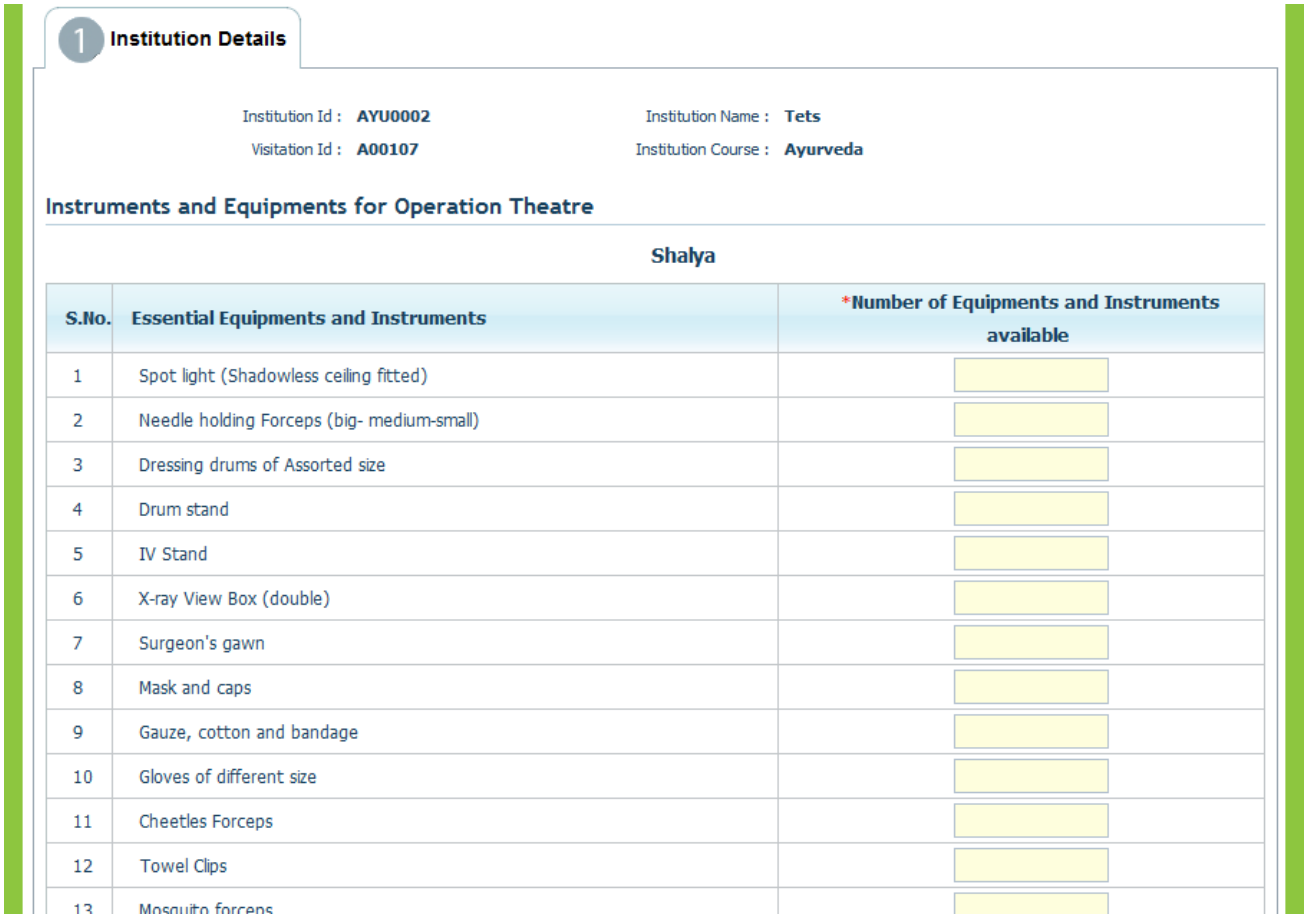

1 OPD Details
2 Labour Room Details
Instruments and Equipments for LABOUR ROOM
S.No. | Essential Equipments and Instruments | *Number of Equipments and Instruments available
1 Shadowless Lamp
2 Suction Machine (Neonatal)
3 Oxygen Cylinder and Mask
4 Foetal Toco Cardiograph
5 Radient Warmer
6 Phototherapy Unit
7 Weighing Machine (Paediatric)
8 Patient trolley
9 Anaesthesia trolley
10 Infantometer

Click on Submit Button after filling the information for the particular form.

16. INSTRUMENTS AND EQUIPMENTS FOR OPERATION THEATER:

Click on Enter Equipment for Dissection and Physiology and then fill in the details in the form that will open. Check I Agree and click on Submit Button after filling the information for the particular form.


15. Instruments and Equipments for OPD and Labour Room
16. Instruments and Equipments for Operation Theatre
Enter Instruments and Equipments for Operation Theatre
Refresh


1 Institution Details
Institution Id : AYU0002
Institution Name : Tets
Visitation Id : A00107
Institution Course : Ayurveda
Instruments and Equipments for Operation Theatre
Shalya
S.No. | Essential Equipments and Instruments | *Number of Equipments and Instruments available
1 | Spot light (Shadowless ceiling fitted)
2 | Needle holding Forceps (big- medium-small)
3 | Dressing drums of Assorted size
4 | Drum stand
5 | IV Stand
6 | X-ray View Box (double)
7 | Surgeon's gawn
8 | Mask and caps
9 | Gauze, cotton and bandage
10 | Gloves of different size
11 | Cheetles Forceps
12 | Towel Clips
13 | Mosquito forceps

17. DECLARATION FORM :

Click on Declaration tab and agree the details in the form. Check I Agree and click on Final Submit Button to submit the visitation information. Once the information final submitted, it cannot be modified by the institutions.

G. Once Institution submits all the forms, the color of the status column will change to green corresponding to that form in the status grid table.

H. After filling all the forms, click on **Submit the data to Visitor** button below the dashboard on the Visitation Details Form. Please make sure all the correct information before Final Submission, as no information can be edited afterwards.

I. After completion of the above mentioned step, Institution Visitation Initiation Process is complete.

J. User can take individual printouts of any of the forms by clicking on Print Submitted Data Button, provided at the view page of all the Forms.